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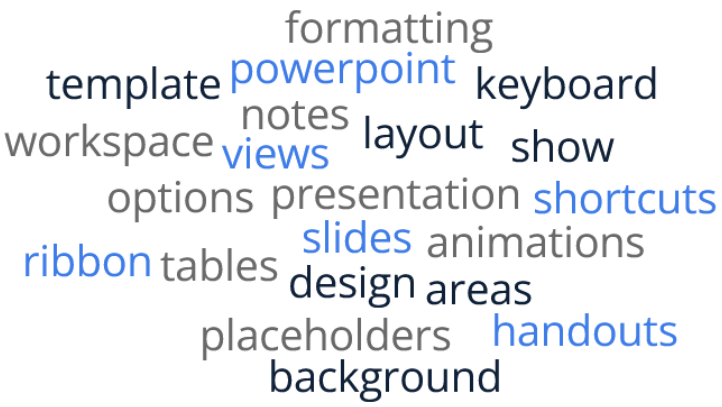

Using MS PowerPoint with assistive technology

IMPRINT

Publisher and scientific support

Prof. Dr. Monika M. Möhring, Managing Director, BliZ, THM

Conceptual and content collaboration

(of the original German version)

Laura Mathilde Himmelmann

Content quality assurance

(of the original German version)

Theresa Dietz

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Project financing

Central project "Quality Assurance in Teaching" at the Technical University of Central Hesse

Contact us

Technische Hochschule Mittelhessen

University of Applied Sciences

Zentrum für blinde und sehbehinderte Studierende (BliZ)

Wiesenstrasse 14

35390 Giessen, Germany

https://www.thm.de/bliz/

Author: Michael Engel - michael.engel @ bliz.thm.de

Publisher: Technische Hochschule Mittelhessen - University Library

Author: Michael Engel – michael.engel @ bliz.thm.de

Publisher: Technical University of Central Hesse – University Library

1st edition August 2026

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Cover design

Word cloud: Created with the help of simplewordcloud.com

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Abstract

Help guides for using MS Office programmes are generally not accessible. And content on accessibility is mostly aimed at users who are obviously not impaired themselves while working for those who are.

Yet the MS Office package is one of the most important software packages in the world of work and education.

Freely available, accessible content for people with impairments has so far only been available in fragmented or outdated form.

Until now, there has been no accessible, up-to-date and comprehensive guide for the programme.

This book is for people who cannot use a mouse (primarily blind and visually impaired people) to give them a solid introduction to MS PowerPoint and the most important features.

Keywords

MS PowerPoint, presentation, slides, views, layout, design, notes, options, animations, tables, areas, placeholders, show, workspace, formatting, keyboard shortcuts, background, template, ribbon, handouts

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1 Introduction

1.1 Foreword and Motivation for the book

There are already many publications and support resources available for the MS Office package. However, accessibility is often only addressed indirectly. In most cases, the focus is on how people **without** disabilities can create content for those affected. It is a real shame that this target group itself is rarely addressed directly.

The content and information available found online is often not accessible. And even when it is, the information needed must be painstakingly pieced together.

With this work, we are therefore addressing people who depend on accessibility and who not only need to follow a presentation but also want to create and deliver one themselves.

After all, a presentation is not just a summary of your work, but also an opportunity to promote.

This guide is based on a guide previously written for our students, which we are pleased to make available here in a revised form, finally translated into English, too.

We are delighted to publish more widely to reach more people.

If you are preparing a presentation without using a mouse (particularly due to blindness or visual impairment) and would like to learn more about MS PowerPoint, this guide is just right for you. Even if you are

completely new to the programme, this guide can offer you a solid introduction.

The keyboard shortcuts, menu paths and terms mentioned in the guide refer to the programme version current at the time of publication with Windows 11 as the operating system.

Do you already have some knowledge of the programme? It is not necessary to read the book in one go, but we recommend that you follow the introductory sections, which will give you an understanding of how to use the programme before moving on to the content of the presentation. This applies to the first five chapters of the guide.

MS PowerPoint can be confusing at first due to its many features and design options.

However, knowledge basics is sufficient to create and design a presentation.

The guide tells you how to do the basics, like inserting and changing content, and has information on more advanced functions, such as changing master views, assigning designs and editing effects.

You can give the presentation itself to your audience without a mouse. However, choosing and editing the design can be difficult for visually impaired and blind people, so they often need help or assistance with this task.

By the end of this guide, you should be able to create a presentation, choose a favoured, ready-made design, incorporate content, and ultimately deliver the presentation.

We assume you have a finalized design before you start creating the presentation, so you can start directly with the content right away. Graphic elements and animations for fine-tuning are only covered briefly in the guide.

Nevertheless, you will learn how to use the master views, which bundle formatting settings and various layouts.
These can be compared to style sheets in a word processor where there is a standard template for the text in general and special templates for specific purposes.

Master views let you apply formatting to the whole presentation, so you do not have to assign it to each piece of content manually.

Finally, it is a good idea to have the result checked by a sighted person, especially if you are using a design for the first time.

1.2 General advises

1.2.1 Formatting in the guide

Formatting indicates specific meanings in this guide.

If we want to highlight individual words or expressions not specific to the programme, we put double asterisks (**...**) before and after them.

For the programme designations written in SMALL CAPS for menu paths and options, you will always find the corresponding keyboard shortcuts and sequences for operating the programme via the keyboard. For shortcuts, press two keys at the same time. For sequences, press one key after the other. Key shortcuts are in bold.

Shortcuts and menu path sequences have been added to the text without using too many brackets to make any voice output concise.

At the end of each section, there is usually a list of new keyboard shortcuts and menu paths.
Short sections with many commands are an exception. In this case, a list might be redundant and left out, therefore.

If you want to skip the repetition, simply navigate to the next heading.

1.2.2 Presenting results in an appealing way

A section corresponds to a first-level heading of a document.
If a section is moved, the associated slides are moved as well.

The title of a slide corresponds to a second-level heading.

Titles and section names should be meaningful, catchy and unique.

It is common for slides to have a background – not being blank. The background is usually designated by a design.

In MS PowerPoint, you do not scroll to the next page – transitions usually take place when changing pages, i.e., visual and/or acoustic effects occur during the change: Initially, the slide is empty and you move step by step within a slide (for example, from bullet point to bullet point). With the help of animations, the slide content appears gradually on the slide – and is not usually displayed all at once. Animations are visual and/or acoustic effects.

In a word processor such as MS Word or a spreadsheet in MS Excel, a lot of content and data on a topic is collected, which often needs to be presented in condensed form.

The audience usually has less knowledge about the topic than you do, and at the same time you do not want to confront them with unnecessary information such as long sequences of numbers or text excerpts.

For the presentation, it is necessary to select the most important content from a comprehensive topic, adapt it and prepare it for the audience in a clear and understandable way.

As a rule, you already have data in a different format and still need to prepare it. For example, you can start your presentation by explaining how you obtained your data.

Regarding tables: You can create them yourself or link to ones you have created in MS Excel beforehand.

You will be confronted with a flood of data and information. This applies not only to you, but also to your audience later.
While you have spent a considerable amount of time working on the details, your audience will have little time to grasp the essentials and will rely on an appealing presentation style and clearly structured content.

Using animations and transitions, you can control how much information you want to provide your audience at a single key stroke.

Animations are used to gradually reveal the slide content during the presentation, i.e., you can use animations to control when bullets or content appear on the slide.

Transitions and animations break up the presentation. Choose plain effects to avoid distraction from the content.

The difference between these two features is purely visual: examples of transitions include fade in, fade out and fly in, while animations include effects such as morph, fade and slide. In some cases, there are identical options (such as fade), but most are different. Effects are common, but not essential.

Transitions are effects occurring while switching to a new slide.

Another aspect of presentation design is the layout.

Since full text is not common in MS PowerPoint, text content is often arranged using lists.

Using the available templates for slide layouts, you can choose between a single-column or double-column arrangement of content on the slide.

With a two-column layout, you can combine different types of content, such as a screenshot and text.

In addition, you can prepare multiple versions of a presentation for different audiences:

While some content may only be of interest to professional audience, you can provide another audience with an abridged version of the presentation. It is possible to save both versions in the same file and access them from there. For more information, see Delivering the presentation.

When you are working on a big project, you have got an institution (school, university, employer, association, etc.) as support. So, the design should already be given.

With a finished design, you might not need to make any changes to the layout, so you can focus on the content right away.

2 Programme structure / navigation

2.1 Home screen

When MS PowerPoint is restarted without a file being opened, the start screen usually appears, which provides access to options, for example. However, this can be changed (Options).

On the start screen, you can choose between recently opened files and different designs, among other things. General commands such as OPEN, SAVE (AS), PRINT, EXPORT and others.

The most recently used files appear in a tab with a corresponding name, which appears by default. Two additional tabs exist for pinned and shared files.

You can access the start screen at any time via the FILE tab (**Alt > H**).

2.2 Interface elements

Use **(Shift +) F6** to cycle through the elements in a circular fashion. They are also known as (screen) areas.

2.2.1 Ribbon

Navigate through the menu by pressing the Alt key in combination with one or more letters or a number. First press Alt, release the key and then press the letters and, in some cases, numbers. For example, pressing **Alt > S > B** starts the presentation from the beginning.

Sometimes, as in this case, there is a separate keyboard shortcut for certain functions: **F5** to start the presentation from the first slide.

Another example: Press **Alt > R > A > A** to check accessibility.

If you want to move through the tabs in the ribbon, press **Alt > left/right arrow**. When you reach the desired tab, press the down arrow to move inside it.

Subsequently, you can move through the items within the tab using **Tab** (forward) and **Shift + Tab** (backward) to have them read aloud in sequence. You can navigate using the arrow keys, but the items are arranged partly side by side and partly one below the other.

The tabs in the ribbon are divided into groups. One of the most important is the SLIDES group in the HOME tab. Here, you can not only add new slides (**Alt > H > ZS > I**) but also edit sections (**Alt > H > ZS > T1**) and select the layout for slides (**Alt > H > ZS > L**).

The groups in the ribbon cannot be selected individually. They are only visual orientation and subdivision of the tabs.

Each group contains icons, some of which can be expanded with **Space** to select one of several alternatives.

For example, the LAYOUT icon (**Alt > H > ZS > L**) can be maximised. An example of an icon not to be maximized is resetting the position, size and formatting of placeholders. Both examples can be found in the SLIDES group in the START tab (**Alt > H > ZS**).

When navigating through the ribbon, please note: If you have performed an action via the menu and want to perform another action there, you can only do so using the keyboard if you **also perform the

next action from the beginning**, i.e. start again with **Alt** and then add the key sequences. This also applies if you still want to move within the very same tab. For example, if you want to add a new slide twice in a row, you must specify the complete path both times, even though you are in the HOME tab in both cases. An exception to this is the FILE tab. In this view, the document is hidden until you exit it with **Esc**.

We will always provide the menu path to perform an action in MS PowerPoint, because this makes it easier to familiarise yourself with the program's functions and means you do not have to remember all the shortcuts. You can navigate through the menu without knowing the shortcuts at all.

Unfortunately, the abbreviations may change over time, especially in the case of rare functions.

See the shortcuts for creating a presentation and giving it on the official MS Office website.

2.2.2 Workspace

Opening a new, empty file (create a new presentation or open an existing one), you will find a different layout than in MS Word or MS Excel, as there is no plain sheet or empty table. You will first see a blank slide with a frame for a title and a subtitle. In this context, frames are placeholders.

The workspace in MS PowerPoint therefore consists of a presentation slide on which, usually, there are various placeholders, for example for titles, content in the form of bullet points, or graphics. The slides usually appear in landscape format.

In the workspace to the left of the slide, there is the page view (with slide thumbnails), and to the right, a workspace with suggestions for the slide design. Directly above the slide and the workspaces is the ribbon with various tabs such as HOME, INSERT, TRANSITIONS or ANIMATIONS.

The objects in the workspace can be listed in a new area using **Alt + F10**. Here you can rename them to make orientation easier. Select the area with (**Shift** +) **F6** and navigate through the objects using the **up/down arrows**. **The list of objects is limited to the selected slide.**

2.2.3 Slide thumbnails

To the left of the workspace there is a scrollable overview of slides. You can quickly make changes using the context menu, for example, delete or reset a slide or insert a new one.

The voice output provides the information "Slide x of y" when you switch to the thumbnails.

2.2.4 Toolbar

It is located above the ribbon by default but can also be placed below. It provides quick access to selected functions.

However, you can access everything you find there in other ways as well, for example via the menu. You can customise the toolbar via the context menu, adding or removing items:
Select the item at the far right of the bar (CUSTOMIZE QUICK ACCESS TOOLBAR). Select SHOW COMMANDS for advanced options.

Some typical elements in the toolbar are:

- AUTOSAVE: On/Off
- Save
- UNDO [last action]
- REPEAT [last action]
- START [the presentation] FROM THE BEGINNING (alternatively **F5**)

2.2.5 Status bar

It is usually located below the workspace.

Slide number, language and selected view are some of the usual elements to be displayed. They can also be customised via the context menu.

Typical elements are:

- Slide number ([current slide] of [number of slides])
- [spell check]
- Language
- Accessibility (Caution: A document void of errors is not necessarily accessible. For example, compatibility with assistive technologies cannot be fully guaranteed.)
- Showing and hiding the notes area

2.2.6 Workspace

Instead of an entirely empty area, a blank slide with placeholders for titles and subtitles appears in the workspace.

To the left of the workspace is a page view, and to the right is a workspace with design suggestions. Directly above the workspaces, you will find tabs such as Start, Transitions, and Animation.

Even without content, the slides are usually not empty, but contain placeholders, for example for titles or text.

3 Options

The options are available throughout MS Office via FILE > OPTIONS (**Alt > F > T**).

There, for example, go to the GENERAL tab and further to the STARTUP OPTIONS section to specify whether the start screen should be displayed upon the start. If you choose the start screen not to appear, a blank presentation will show up instead.

All documents being edited are subject to these options. If you are unsure, OPTIONS refers to the MS PowerPoint options. Special options, such as those for running a presentation, are clearly identified and described separately where applicable. In general, the options are structured similarly to those in other MS Office programmes. There is a large window with several tabs for GENERAL, PROOFING, LANGUAGE, ...

4 Templates and Designs

These features will help you prepare and deliver your presentation professionally. A standardised layout allows you to assemble it more quickly and gives it a uniform look.

You can design a template or theme yourself. However, this is a lengthy process, as fonts, colours and effects must be customised. **We assume this is not the case for you.**

You will create your presentation on behalf of an organisation such as your university or employer. This often involves specific requirements regarding the appearance (background, colours, logo in corporate design). Your client will almost certainly provide you with a ready-to-go template or design.

The difference between a design (.THMX) and a template (.POTX) in MS PowerPoint is that no content is stored in a design, i.e. designs can only be used as a starting point for a new **blank** presentation.

If you add content to a design file and then save the file as a design rather than a presentation, **the content will be lost**.

A design is applicable throughout Microsoft Office. It can be used across the applications.

Alternatively, an existing presentation can be reused as the basis for a new one, avoiding the need to start from scratch.

To use a design or template, create a new file and select the design or template: FILE > NEW (**Alt > F > N**) and tab through themes available for selection.

After selecting the template, a new window opens with the CREATE button to open a new presentation in normal view.

Use the templates available in the programme or a user-defined template. Microsoft offers a number of presentations (in pptx format) for download online. However, these are not necessarily accessible.

Here's how to incorporate a finished design into your presentation.

The THEMES button in the DESIGN group offers a wide range of design alternatives – **Alt > G > H**.

You can either select a theme from the drop-down list there or BROWSE FOR THEMES (**Alt > G > H > M**).

If you select a theme from the drop-down list instead, you will find additional variants for each of these designs, which you can access under the corresponding group. The variants are similar, but differ in terms of colours, effects and background.

If you want to customise a slide, you can make the appropriate adjustments using the two buttons SLIDE SIZE (**Alt > G > S**) and FORMAT BACKGROUND (**Alt > G > F**).

All themes are void of content so far.

But if you have already created slides with content and would like to insert a template afterwards, there are two options:

You can either assign a new theme to the file you are working on: Select the design as described above using the DESIGN tab.

Or you want to merge content and a design into a new file:

Select the theme in the new file as described above. Then open the file with the content in page view (use (**Shift +**) **F6** to navigate through the sections) and select all slides with **Ctrl + A**.

Copy the slides with **Ctrl + C** and switch back to the new file. Here, you must insert the slides by opening the context menu in the thumbnail view area and selecting PASTE OPTIONS: USE DESTINATION

THEME (**H**). This specific step is necessary because normal copying would insert the slide in the old design.

Comparison with Microsoft Word: There, section breaks create separate formatting areas. Page layout changes can therefore be applied only to the section in which the cursor is positioned.

MS PowerPoint sections work differently. They are used primarily to organize slides and do not create separate formatting areas. Changes to the theme or background usually apply to the entire presentation unless they are explicitly applied only to selected slides.

Usually, a consistent layout is used for presentations, especially if an institution with its own corporate design is behind them.

However, if you would like to combine a ready-made design with your own, open the context menu at the top of the SLIDE MASTER overview (**Alt > W > M** > [navigate to the top}) and select INSERT SLIDE MASTER. A new master tree will appear at the bottom of the overview, with its root on focus. Here you can make changes (see chapter 5: Global layout: Master views).

If you have inserted a new slide back in the normal view and select Layout in the context menu of the overview, a new category (CUSTOM DESIGN) is available.

The slides of the default – i.e. **not** user-defined – master are in the first category. However, the slide layouts are all named the same, so when selecting them, you should pay attention to which category you are in.

Menu paths and keyboard shortcuts in this section:

- Use design or template in a new file:
  File > New (**Alt > F > N**) > **Tab** > **[arrow keys]**
- Assign a ready-made design to an open file: DESIGN > THEMES > THEMES – **Alt > G > H**
- Search for a predefined design:
  DESIGN > THEMES > THEMES > BROWSE FOR THEMES – **Alt > G > H > M**
- Format slide size: DESIGN > SLIDES > SLIDE SIZE – **Alt > G > S**
- Format background: DESIGN > CUSTOMIZE > BACKGROUND STYLES – **Alt > G > B**

5 Global layout: Master views

5.1 Master = global formatting

A design can be customised in the SLIDE MASTER. This is comparable to the style sheets in MS Word: instead of having to repeatedly apply a general setting, with master views you only need to do this once in one central location.

It is therefore advisable to edit the master view(s) when making changes to the layout (Global layout: Master views) **before** filling slides with content (Edit slide content). This makes it easier to make consistent adjustments and thus saves time.

Subsequent changes are possible.

Once the desired design has been selected and integrated into the presentation, the layouts can be changed if necessary.

As described, even seemingly empty slides almost always contain placeholders, i.e. pre-formatted frames in which various content such as text, images, graphics, tables or similar can be inserted.

In the master views, you can edit the placeholders and formatting for all slides as well as for the individual layouts.

This tool allows you to make basic layout settings applying to all slides for which a corresponding layout is selected. The formatting of the layout in the slide master allows you to specify how slides should be structured and which placeholders (e.g. titles, bullet points, footers, images) should appear there.

The slide master is therefore the parent element specifying basic layout settings for all slides, like style sheets in MS Word. Each slide type (title slide, title and content, two contents, etc.) also has a layout master allowing specific settings for the corresponding layout. The master views are divided into three main areas: slides, handouts and notes.

Editing is always done in the same way. To anticipate: several slides can be combined on handouts. Notes are content invisible to the audience.

Open the slide master for the slides by going to VIEW > MASTER VIEWS > SLIDE MASTER (**Alt > W > M**). You can also open the NOTES MASTER (**Alt > W > K**) and the HAND-OUT MASTER (**Alt > W > H**) in the same way.

Let us first look at the thumbnail view. **It consists of a root element, the SLIDE MASTER, while the other elements, the LAYOUT MASTERS, are subordinate to the former one.**

When you call up this view, you do not end up in the parent slide master, but in one of the subordinate layout masters. To get to the slide master, you must therefore navigate to the top of the view.

Changes to global elements (i.e. occurring in the entire presentation) such as fonts or placeholders should be done in the slide master.

For example, if you want a uniform font for single-column and two-column layouts, adjust it in the slide master. If you want to specify different font sizes for individual layouts, you can change the font sizes directly in the corresponding layout masters.

The masters contain dummy text content, such as title, first level, second level, etc. When you format this content, the settings apply to the entire presentation. Instead of formatting each individual title, for example, you only need to change the corresponding title in the masters.

Unlike the slide master, the masters for handouts and notes do not have any subordinate layout masters.

In the slide master, or more precisely in the SLIDE MASTER (i.e. the main area of the master view), the following objects can be formatted:

- Title (usually in larger font)
- Text, more precisely: master text format (first level in the text), as well as second to fifth levels (standard and usually as a list)

- Date
- Footer
- Page number

These objects or placeholders appear as dummy content on the slide and provide a preview of the layout.

To navigate within the placeholders, you must first exit the read mode of the speech output.

You can then tab to move through the placeholders. You will find a placeholder beginning with CLICK TO EDIT MASTER TITLE STYLE: In MS PowerPoint, the contents of the text box are usually placed in list form or in the form of bullet points. The master text format is the first level or the first bullet in the list. Below this, in the second to fifth levels for subordinate bullet points in the master view.

Pressing **Enter**, you can then select a layer and format it directly. There are several ways to do this:

Either via the HOME tab (**Alt > H**) and the icons there, for example via FONT (**Alt > H > FN**) to change the font, or use the context menu of the placeholder: FORMAT SHAPE, opening a new workspace, or via the SLIDE MASTER tab (**Alt > M**), where you can format COLOURS (**Alt > M > TC**), FONTS (**Alt > M > TF**) or EFFECTS (**Alt > M > TE**), for instance.

The SLIDE MASTER tab can only be accessed inside the Master View. Here you can make various settings, define new layouts and insert placeholders (in the layout masters). Unfortunately, placing placeholders is not accessible, as it is mainly done with the mouse.

Remember: the top slide in the master view is the SLIDE MASTER. The subordinate slides are the LAYOUT MASTERS. Changes made in the slide master are applied to all slides. Only changes applying to the respective specific layout are defined in the individual layout masters.

When working in the slide master, always start with the general and move on to the specific. Set defaults for all slides by starting with the slide master. Only then should the layout masters be edited, if necessary.

In addition, as mentioned above, there are separate masters for handouts and notes, which you can find via the View tab as well: **Alt > W > H** or **Alt > W > K**, respectively.

In the Master View area (to the left of the workspace), you can switch between the individual masters, i.e. slide and layout masters.

In the master views, you can specify the formatting of the text content and also determine how you want to proceed with nested lists and numbering.

You can exit the master view either via SLIDE MASTER > CLOSE MASTER VIEW (**Alt > M > C**), or via VIEW > NORMAL (**Alt > W > L**).

The next section contains a few comments on the gradations in formatting (Subsequent changes in the master views), because in the case of conflicting information, a priority must be applied to determine which information ultimately applies.

Then we can finally start creating the content (slide layouts and editing).

In general, formatting follows a hierarchy, with the first level applying to all elements until further notice. ** Changes to the formatting in lower levels always override those in higher levels. In other words, the design applies generally at first, and when a single object is changed, the design specifications are overridden there.**

1. The top level is the design for the background. Here, you can use a design provided by Microsoft or integrate one which has been made available (Templates and Designs).
2. Next comes the SLIDE MASTER, where you can format all slides (font, font size, line spacing, etc.).
3. The SLIDE MASTER is subordinate to individual LAYOUT MASTERS – one Layout Master per layout.
4. Slides: Theoretically, you could change the size of a single slide, for example.
5. Objects (if formatted in a MASTER VIEW): An example of an object is a placeholder; other examples include text fields, images, and tables.

Examples: Changes in the LAYOUT MASTER take precedence over the SLIDE MASTER. **Manual formatting of a text section overrides the hierarchy settings, regardless of their placement.**

If you know the order in which the formatting takes effect, you run much less risk of unintentionally changing the formatting, allowing you to work more effectively.

So far, you have learned about the basic structure of the programme and may have incorporated a design and/or made changes to the master. Content is still missing.

5.2 Subsequent changes in the master views

Although this is only one aspect of working with masters, it is important enough to warrant a separate subchapter.

You may be familiar with the convenient feature in MS Word whereby changes to styles are automatically applied to existing content. In MS PowerPoint, however, changes made in Slide Master view initially affect only new slides.

While it is generally best to keep layout and content separate, you can also apply later changes to existing slides. To do so, use RESET SLIDE. This applies changes from the master to the selected slides and removes any manual adjustments made to the position or size of placeholders. **The slide content itself normally remains unchanged.**

There is one important exception: If a placeholder is deleted in the SLIDE MASTER view, resetting the slide will also remove that placeholder and its contents from the affected slides.

To reset one or more slides, press **F6** to move to the slide overview, select the relevant slide(s), open the context menu, and choose RESET SLIDE.

5.3 Transitions and animations

MS PowerPoint allows you to present content dynamically and make your presentation more vivid and exciting with various effects such as animations or special transitions between slides. For example, you can use this feature to display content on a slide, such as bullet points or graphics one after the other, so that slides are gradually filled with content during the presentation by only displaying bullet points when you refer to them during the presentation.

Transitions and animations therefore make it easier for both the presenter and the audience to follow and concentrate.

Transitions here refer to visual or acoustic effects when changing from one slide to the next.

Animations are effects within the same slide. Neither feature is part of the master view.

Regardless of accessibility, it is common practice to limit yourself to a single transition and a single animation for all slides and all content.

Therefore, even though they have their own tabs, we will arbitrarily assign these features to the master views for didactic reasons.

The premise is: set it once globally – no more individual adjustments in the individual slides.

It would be possible to make individual settings for individual slides, but we assume this will not be the case.

5.3.1 Transitions

1. Switch to the top slide master, which applies to all layouts – MASTER VIEW > SLIDE MASTER – **Alt > W > M**) > [use the up arrow immediately to move to the top].
2. Select a transition from the following drop-down menu: TRANSITIONS > TRANSITION TO THIS SLIDE > TRANSITION EFFECTS – **Alt > K > T**.
3. Assign this transition to all slides: TRANSITION > TIMING > APPLY TO ALL– **Alt > K > L**.

Now all new slides have the same transition.

5.3.2 Animations

While transitions occur when changing slides, animations occur within a slide. By using animations, it is possible, for example, to first display a slide with only the heading, i.e. without content, and then use animations to gradually reveal the content by pressing keys or clicking.

Imagine this effect as similar to voice output, where you navigate through paragraphs of text so that you do not have to listen to the entire text in one large block, but can move forward one by one.

The use of animations can help presenters maintain the planned pace of their presentation. It also helps the audience to concentrate better on the current point and prevents them from being distracted by the following bullet points.

In the following, we assume that the main area of the slide is supposed to be animated.

I.e. the title, footer, date and slide number are visible immediately without animation when the slide changes:

1. Highlight the paragraphs which are supposed to be animated.
2. Switch to the top slide master, which applies to all layouts – VIEW > MASTER VIEWS > SLIDE MASTER (**Alt > W > M**) > [use the arrow up key to go to the top]
3. Use **F6** and **Tab** to go to the main content area.
4. ANIMATIONS > ANIMATION > ANIMATION STYLES – **Alt > A > S** – [choose an effect].
   Now all elements in the area would appear simultaneously with the selected effect.
5. Ensure each paragraph is displayed one after the other: ANIMATIONS > ANIMATION > EFFECT OPTIONS > BY PARAGRAPH (**Alt > A > O > Y**).
6. To ensure each individual paragraph appears separately, even in nested lists and enumerations, a further setting is necessary. Reselect the main content area as mentioned above and then open the animation area: ANIMATION > ADVANCED ANIMATION > ANIMATION PANE – **Alt > A > C**.
   Inside the new working pane (if necessary, navigate there again with **F6**), you can select EFFECT OPTIONS directly from the context menu of the text placeholder. A new dialogue window will open.
   In the TEXT ANIMATION tab, select BY 5TH LEVEL PARAGRAPH inside the drop-down menu. Confirm with **OK**.

7. You certainly would like keep control of the advance of the presentation. Make sure that the upcoming checkbox is active: TRANSITIONS > TIMING > ADVANCE SLIDE > ON MOUSE CLICK – **Alt > K > M**. This applies to the corresponding keystrokes as well. It might already be active by default though.

In addition, you should check whether the order of the animations matches the reading order for the screen reader (Adjusting the reading order). You can still do this after having provided the content.

The next chapter (Slide layouts and editing) finally deals with the content.

Menu paths and keyboard shortcuts in this section:

- Opening the ANIMATION tab – **Alt > A**
- Select an animation style: ANIMATION > ANIMATION > ANIMATION STYLES – **Alt > A > S**
- Select Effects: ANIMATIONS > ANIMATION > EFFECT OPTIONS – **Alt > A > O** > ...
- Adjusting the order of animations inside the animation pane: Animations > ADVANCED ANIMATION > ANIMATION PANE – **Alt > A > C**
- Ensure transition on mouse click / key stroke: TRANSITIONS > TIMING > ADVANCE SLIDE > ON MOUSE CLICK – **Alt > K > M.**

6 Slide layouts and editing

6.1 Create a new presentation or open an existing one

When you start the programme without selecting a file, the start screen appears with the option of a blank presentation. Press **Enter** and a new blank presentation consisting of a single slide will be created.

Alternatively, before pressing **Enter**, you can select a special design using the arrow keys.

Using **Tab**, you can navigate to other designs, recent files, favourites or shared ones.

If you are not on the FILE screen, you can create or open a presentation via File (**Alt > F > N/O**).

If the file is from the Internet, you may receive a notification in the form of a pop-up window above the workspace before you edit the file (navigate with **F6** if necessary). Select ENABLE EDITING if you trust the source.

6.2 Inserting slides and changing the layout

The following describes how to add slides and change their layout.

Better choose the design and consider the master view at first before you fill in any content.

The HOME tab (**Alt > H**) contains the following options for inserting slides and editing the layout in a drop-down menu in the SLIDES group:

1. NEW SLIDE (**Alt > H > I**): A new slide appears in the same layout just behind the current one. See the next item for layout options. As for new slides, additional options are available:
    a. DUPLICATE SELECTED SLIDES (**Alt > H > I > D**): Slides you have selected inside the page view, are pasted after the last of the selected ones.
    b. SLIDES FROM OUTLINE (**Alt > H > I > L**): Create a presentation from a textual file, such as a DOCX file.
    c. REUSE SLIDES (**Alt > H > I > R**): A new workspace will open. Chose the button BROWSE to select another presentation file to use slides from inside a file dialogue window. When done, its slides are available inside the workspace. Select and choose with **up/down arrows** and **Enter**.
2. LAYOUT (**Alt > H > L**): Determining the structure, specifically, the placeholders (e.g. title, content, graphics, etc.) to be added to the new slide.
   The following layout options are available:
    a. TITLE SLIDE: Title and subtitle – This slide is included in a new file by default.
    b. TITLE AND CONTENT: Content can be text, a table, a chart, a SmartArt graphic, an image, video or symbol.

For text slides, the content is usually presented in the form of bullet points with bullet marks.

c. SECTION HEADER: Containing the title and, immediately below it, a small text box on the slide.

d. TWO CONTENT: A two-column layout under a header.

e. COMPARISON: Like Two Content – here there is a small additional text field above the respective content areas.

f. TITLE ONLY: Providing just a single placeholder, namely for the title.

g. BLANK: This is the only layout type where the slides are actually blank in edit view. All other layout types contain predefined placeholders.

h. CONTENT WITH CAPTION: Two-column layout, title and text field on the left, content field for any content (text, table, diagram, etc.) on the right.

i. IMAGE WITH CAPTION: Again, a two-column layout with placeholders on the left for title and text, but only an image can be inserted in the placeholder on the right.

3. RESET (**Alt > H > Q**): Position, size and formatting of the placeholders are undone to their default settings – but any content remains!

4. SECTION (**Alt > H > T1**): Sections serve as the top-level outline and are hidden from the audience. Moving sections, the associated slides are moved with them.

You do not have to navigate via the Home tab as new slides and sections can also be inserted in the slide overview via the context menu of the page view. You can also change the layout of the current slide there.

If you change the slide layout later, existing content may no longer fit because placeholders can be moved, resized, or altered. The content itself is not deleted, even if you switch to a blank layout, but the following issues may occur:

For example, text may become too large for the slide. In this case, insert a new slide, adjust the layout if necessary, and copy the content from the old slide and paste it into the new one.

To prevent existing content from shifting or no longer fitting after layout changes, select the appropriate slide layout before adding content.

You can duplicate an existing slide using the context menu. This creates an exact copy, including all content and speaker notes, and inserts it immediately after the selected slide.

Once the theme for the presentation and the appropriate layouts for the individual slides have been selected, you can begin adding content. This is covered in the following chapter, Edit slide content.

Menu paths and keyboard shortcuts in this section:

- Insert slides and change layout: Home > Slides > ...
    - New Slide: **Alt > H > I** > [choose layout]
    - Layout (of an already existing slide): **Alt > H > L**

- Reset: **Alt > H > Q**
- Section: **Alt > H > T1**

- Duplicate slide(s): Home > NEW SLIDE > DUPLICATE SELECTED SLIDES – **Alt > H > I > D**

6.3 Edit slide content

Before editing slide content (placeholders or content), you should bear in mind that by selecting a placeholder and pressing an arrow key, you are not moving through the placeholders or navigating between them but rather moving the currently selected placeholder in the direction of the arrow key.

To edit slide content, select a slide in the overview and then navigate into the slide. Reminder: You can use **F6** to move in a circle through the various areas (including the overview and the work area).

The placeholders on the slide allow you to navigate in a circle using **Ctrl + Enter**.

The lines are automatically wrapped. You only need to press **Enter** for a new paragraph within the placeholder.

When you fill a placeholder on a slide with text, the font size automatically adjusts to the size of the placeholder as you type, meaning that the more text you add to a placeholder, the smaller the font becomes.

You can change the level in the list/enumeration with **(Shift +) Tab**.

As already mentioned, text content usually appears in list or enumeration form. The speech output should recognise the different levels and read out the bullet points and numbering.

Menu paths and keyboard shortcuts in this section:

- Navigate between placeholders or jump to the next element: **Ctrl + Enter**
- Entering text: [**Screen reader**] + **Enter**
- (Narrator) Navigating through the elements: [**Screen reader**] + **left/right arrow**

6.4 Adjusting the order of slides, duplicating and deleting slides

The slides can be moved around within the presentation as desired, and their order changed within the presentation. If a slide is in the wrong place, this can be changed retrospectively. In normal view, select the slide or slides you want to move and move them in page view using **Ctrl + Shift + up/down arrow keys**.

When a section is moved, all contained slides are automatically moved with it. You can insert a section in page view using the context menu and name it directly.

In the SLIDE SORTER view (**Alt > W > I**), you can select sections and move them using the context menu. Sections are thus used to group slides.

You can select sections in the same way as slides using the overview with the **arrow keys**.

To delete slides, select the desired slide in the thumbnail view and then press **Delete**.

6.5 Adjusting the reading order

The reading order for the screen reader is usually determined by how the elements were added to the slide.

You can change it later using the accessibility check. Proceed as follows:

First, open the reading order area: REVIEW > ACCESSIBILITY > CHECK ACCESSIBILITY > READING ORDER PANE – **Alt > R > A > R**.

This opens a workspace where the placeholders on the current slide are named according to function and content and listed one below the other. Use **F6** to get there.

You can then change the reading order of the selected placeholder with **Ctrl + up/down arrow**.

If an element is decorative, i.e. should not be captured by the speech output, navigate back via the menu: Use the ACCESSIBILITY tab, it will available once the reading order is called up: ACCESSIBILITY > SCREEN READER > MARK AS DECORATIVE – **Alt > JB > V**.

Note: Although there are checkboxes in the corresponding workspace itself (in reading flow: selected; decorative: not selected), these cannot be operated in an accessible way, at least not with NVDA.

By default, all elements or placeholders are included in the reading flow until further notice, i.e. they are **not** decorative.

Side note: The order of the content itself and the order of the animations (visual features when changing slides) are determined separately from each other. The reading order and the order of the animations should correspond to each other.

You can find out how to determine the order of animations in the Animations section.

7 Notes

Each slide has a notes area that can be used for presentation notes in the form of formattable text, bullet points and numbering. It appears large in the Notes Master view (VIEW > MASTER VIEWS > NOTES MASTER – **Alt > W > K**) or small in the OUTLINE VIEW (VIEW > PRESENTATION VIEWS > OUTLINE VIEW – **Alt > W > PO**.

Notes always belong to a specific slide and can be formatted using their own master. Of course, the changes only apply to the notes and only to the notes view, but not to the normal view as there is no placeholder for notes there, but an input area instead that cannot be formatted.

During the presentation, the notes are only visible to the presenters themselves in a separate workspace in the so-called PRESENTER VIEW (**Alt + F5**). Once the presentation has started, the audience cannot see the notes, but only the presentation slides.

While the presentation is shown to the audience in full-screen mode, the PRESENTER VIEW allows the presenters to view the notes and preview of the next slide. It can be displayed on a separate screen if preferred.

In normal view, the notes area is located between the slide and the status bar. Depending on the default settings in MS PowerPoint, it may not be visible or may be hidden. In this case, use **F6** to navigate to the status bar and select the button NOTES. The notes area will now appear as a multi-line input field below the slide. To fill the notes field with content, press **F6** until you land in the notes area.

Another way to access the notes: VIEW > SHOW > NOTES – **Alt > W > T**.

If you are using the screen, the notes area will be displayed in a larger view. A separate page will appear with a section at the top reserved for the slide content and a field at the bottom of the page where you can write your notes.

In the notes view, you will find only a single large placeholder for notes, which you can access and edit using the **Tab** key. However, you cannot edit the slide content displayed in the small upper part of the page inside this view as it is used for editing notes but not any content. To edit content, you must exit the exit the notes view first, for example by going back to the Normal view:
VIEW > PRESENTATION VIEWS > NORMAL – **Alt > W > L**.

The NOTES are available as a separate workspace and are announced accordingly by the voice output.

So far, we have discussed design, content and notes.

In the next chapter, we will discuss several features that enhance the presentation (The finishing touches: Further steps to the finished presentation).

Links, a kind of table of contents and references facilitate navigation, while document information makes the file easier to find.

Images and tables are useful additions to text content.

Menu paths and keyboard shortcuts in this section:

- Start PRESENTER VIEW: **Alt + F5**
- Open NOTES MASTER: VIEW > MASTER VIEWS > NOTES MASTER – **Alt > W > K**
- Accessing and editing notes: Expand or collapse the notes area below the slide: STATUS BAR > [button] NOTES or via VIEW > SHOW > NOTES – **Alt > W > T**
- Accessing and editing content again: Via the button NORMAL inside the status bar or via VIEW > PRESENTATION VIEWS > NORMAL – **Alt > W > L**

8 The finishing touches: Further steps to the finished presentation

The previous sections contain the most important basics for creating a simple presentation with text slides. It now has a consistent layout, but so far consists only of text.

Images and tables can convey certain information much better than text alone.

8.1 Images

MS PowerPoint presentations thrive on the visualisation of the presentation through images.

First: You can also place images in a slide layout that does not contain a corresponding placeholder. But it is better to stick to placeholders though.

After selecting a slide in which you want to insert an image, navigate to the INSERT tab in the ribbon (**Alt > N**). There, inside the group IMAGES, you can choose between PICTURES (**P1**), SCREENSHOT (**SC**) and PHOTO ALBUM (**A**). As for pictures, you can use your own ones, as well as stock, brand or online images. Be aware of possible licencing issues.

Note: Screenshots are open windows on your computer, archive images are integrated into MS Office, and online images are provided by a Bing search.

The image fills the placeholder and is automatically selected after insertion. You can adjust the SIZE AND POSITION via the context menu. A new workspace opens accordingly.

Another important graphical feature are geometric shapes, arrows and other symbols. These shapes can be inserted via INSERT > ILLUSTRATIONS > SHAPE – **Alt > N > SH**.
Unfortunately, shapes do not automatically appear in a placeholder,

and they are rarely inserted in the desired size and position without one. The size and position of shapes must be determined with the mouse. The use of shapes is therefore not accessible and will not be considered further in this guide.

Menu paths and keyboard shortcuts in this section:

- Inserting images: INSERT > IMAGES > ...– **Alt > N** > ...
    - PICTURES: **P1**
    - PHOTO ALBUM: **A**
- Insert shape (not accessible!):
  INSERT > ILLUSTRATIONS > SHAPE – **Alt > N > SH**

8.2 Add from Links and Cross-references

These features are not yet useful during a presentation, but presentations are often made available afterwards in PDF format.

Links are connections that refer to a source outside the document, while cross-references refer to a location within the document.

Inserting links:

1. Select the text, image or graphic to be linked: INSERT > LINKS > LINK > INSERT LINK – **Alt > N > I > I**
2. Choose the type of link among the upcoming tabs:
    a. Existing file or Web Page
    b. Place in this Document
    c. Create New Document

d. Email Address

3. Specify your information and confirm with **OK**.

8.3 Tables

Tables can also make slides clearer and provide a better way of presenting the data. After selecting the slide on which you want to insert a table, go to INSERT > TABLES > INSERT TABLE – **Alt > N > T > I**. In the upcoming dialog box, specify the desired number of columns and rows for the table and then confirm.

Alternatively, you can link an MS Excel table: INSERT > TEXT > OBJECT – **Alt > N > J**. A corresponding dialogue box will open: Specify whether you want to link the object upon with an existing file or create a new one. An MS Excel table is inserted as an embedded object and, alas, is not accessible in MS PowerPoint. However, you can make changes to the table in MS Excel and then update the object in MS PowerPoint. Proceed as follows:

1. In the dialogue box, choose CREATE FROM FILE and select a file using the BROWSE button. Activate the checkbox LINK and confirm with **OK**.
2. Change the original table in MS Excel and save the changes there.
3. Select the object again in MS PowerPoint and select UPDATE LINK from the context menu.

When inserting tables from MS Excel, it is important to bear in mind that they usually appear very small on the slide.

Back to the MS PowerPoint table: If you want to change the layout of the table, select the table and then open the Layout tab (**Alt > JL**). This tab gives you access to various useful functions, such as adjusting the width and height of rows and columns or aligning the content in the table cells.

Columns and rows can also be inserted retrospectively using this tab.

Once you have familiarised yourself with how to select and format designs and layouts, how to add slides and change the slide layout, and how to insert dynamic elements such as transitions or animations and images, tables and links into your presentation, you will have learned the basics of creating content for your presentation.

The following sections cover Document information, Workaround for a table of contents, Options for various Views, Sharing the presentation for collaborative work and finally Giving the presentation.

Menu paths and keyboard shortcuts in this section:

- Insert table: INSERT > TABLES > INSERT TABLE – **Alt > N > T > I**
- Change TABLE LAYOUT: TABLE LAYOUT (**Alt > JL**)
- Link Excel table: INSERT > TEXT > OBJECT – **Alt > N > J**

8.4 Document information

It is possible to enrich your work with so-called document information. This includes, for example, the author's name, title or keywords.

This meta information is not part of the main content but complements it in a meaningful way. A timeless example of meta information is the header of a letter or email.

Such meta information is particularly useful if the presentation file is also to be available in another format (e.g. PDF). For example, after publication or archiving, a file containing additional information is easier to find because you can search for it more specifically. This applies online, but also to an internal network or your own computer: The File Explorer in Windows, for example, allows you to search not only by file name, but also by metadata in general (this can be set inside the File Explorer via VIEW > OPTIONS > SEARCH).

You can insert and edit metadata as follows: FILE > INFO > PROPERTIES > ADVANCED PROPERTIES – **Alt > F > I > QS > [button] Advanced Properties**. A dialogue window opens.

Five tabs are provided:

- General: This tab lists information such as the date of creation and the date of the last modification.
  In this tab, you can choose some attributes such as READ-ONLY.
- Summary: Here you will find attributes such as title, subject and author. **You should provide as much information as possible here.**
- Statistics: Here you will find figures on the scope of your work to date, such as the number of paragraphs or characters.
- Contents: Fonts used, theme and slide titles

- Custom: Feel free to enter additional meta information. You can choose from the list or add a new value.
  Do not forget to specify the value type (text, date, number, yes/no).
  Custom attributes can also be deleted again inside the table.

Menu path and keyboard shortcut in this section:

Add or edit additional document properties or metadata: FILE > INFO > PROPERTIES > ADVANCED PROPERTIES – **Alt > F > I > QS >** [button] Advanced Properties

8.5 Workaround for a table of contents

Once you have finished your presentation content, the final step is to add a table of contents. Unlike MS Word, MS PowerPoint no longer provides a built-in option for creating a traditional table of contents, although this was possible in earlier versions. Instead, you need to use a workaround. The first three steps below explain how to create the table of contents. The fourth step is optional and only required if you want to include hyperlinks.

First, navigate to the outline view: VIEW > PRESENTATION VIEWS > OUTLINE VIEW – **Alt > W > PO** – The outline view will show up at the left of the screen. The focus should already be on it.

1. Select **all** titles in the outline view (**Ctrl + A**) and choose COLLAPSE > COLLAPSE ALL from the context menu.
2. Copy the selection (**Ctrl + C**).
3. Insert the titles into a new slide (**Ctrl + V**).

4. If you want links in the list of titles, you will have to insert the links for each title one by one:
   INSERT > LINKS > LINK > LINK INSERT – **Alt > N > I > I**
   a. Link to Place in This Document
   b. Select the corresponding slide in the next window area and confirm.
   c. Repeat this step for all items of the table of contents.

Once you have completed all the steps, you will have a slide with linked titles.

9 Options for various Views

In addition to the Normal view, which displays the current slide, slide thumbnails, and the notes pane, MS PowerPoint offers several other views that present the workspace in different ways. As mentioned in the previous chapter, one of these is the Outline view. In this view, the slide titles and text are displayed in a pane to the left of the current slide, making it easy to get an overview of the presentation and reorganize the slide order.

You can edit the text either in the outline or directly on the slide. Any changes you make are reflected immediately in both views.

GO TO VIEW > PRESENTATION VIEWS > OUTLINE VIEW – **Alt > W > PO**.

A pane opens to the left of the slide, displaying the title and text content.

Unfortunately, the outline view is not accessible to blind users. You can only move slides, but the content is not displayed properly. Alternative: In the default view (NORMAL), there is a thumbnail view of the slides on the left. If you navigate there with the **arrow keys**, the main work area always displays the selected slide. This thumbnail view on the left side of the slides also allows you to move slides by cutting and pasting them.

The other views available inside the group PRESENTATION VIEWS in the VIEW tab (**Alt > W > ...**) are:

- SLIDE SORTER – **Alt > W > I**): Here, all slides are arranged like tiles in an overview, i.e. from left to right and from top to bottom. If necessary, you can move the slides using this view. To do this, the relevant slide(s) must be selected, cut out and pasted again.
- NOTES PAGE (**Alt > W > T**): As mentioned in the notes, you can insert content into the placeholder for notes. This is then also released in the NORMAL view, i.e. the notes appear below the slide.
- READING VIEW (**Alt > W > D**): The presentation appears enlarged and all bars, thumbnails and the ribbon are hidden so that the focus is exclusively on the content.

Menu paths and keyboard shortcuts in this section:

Opening the different views:

VIEW > PRESENTATION VIEWS > … – **Alt > W > …**

- NORMAL: > **L**

- OUTLINE VIEW: … > **PO**
- SLIDER SORTER: … > **I**
- NOTES PAGE: … > **T**
- READING VIEW: … > **D**

10 Sharing the presentation for collaborative work

It is possible to work with other people in the presentation in real time by sharing the presentation with them. Go to FILE > SHARE – **Alt > F > Z**.

Note: Normally, you have to specify a keyboard shortcut completely, even if you stay inside the same tab. But once inside the File tab, please omit the F for File.

You can choose between:

- SHARE WITH PEOPLE (**S**): Firstly, if not already done before, the file is saved in the cloud. Then you can select specific people.
- EMAIL (**E**): Each person receives an email with the presentation attached. The mail client opens automatically (if configured) and the file is attached to a new email.
- CREATE PDF AND SHARE LINK: (**Y1**): The invitees can work collaboratively on a PDF.
- Present online (**P**): The audience follows the presentation in their browser.

11 Giving the presentation

Once the design and content have been finalized and notes have been added, it is finally time for the presentation itself. Go to SLIDE SHOW (**Alt > S**).

First, there is the section START SLIDE SHOW, which allows you to play the presentation FROM BEGINNING (**Alt > S > B**) or from [the] CURRENT SLIDE (**Alt > S > C**).

There are CUSTOM SLIDE SHOW (**Alt > S > M**) and subordinated, CUSTOM SHOWS (**Alt > S > M > W**).

With the custom slide show, you can use a subset of slides intended for a specific audience from an existing presentation. Navigate to Custom shows, which opens a new dialogue box with the NEW button. All slides are listed in a window area (SLIDES IN PRESENTATION).

If, for example, you select the first two slides, you can move them to another subsequent area using the ADD button to copy them to another, subsequent area (SLIDES IN CUSTOM SHOW).

Buttons for sorting and removing slides follow suit. Confirm with **OK**. You have now selected and arranged the slides intended for a special audience.

The view then switches back to the CUSTOM SLIDES, where the presentation you have just created now appears. You can start the presentation directly from here (SHOW).

However, to be able to use it after closing the window, you must navigate back to CUSTOM SLIDES again. If you do not, the entire

presentation will be given when you start the presentation in the default way (using **F5** or **Alt > S > B**).

Menu paths and keyboard shortcuts in this section:

- Starting the presentation: SLIDE SHOW > START SLIDE SHOW > ...
- FROM BEGINNING – **Alt > S > B** or **F5**
- FROM CURRENT SLIDE: **Alt > S > C**
- Manage and give Custom Slides:
  SLIDE SHOW > CUSTOM SLIDE SHOW > CUSTOM SHOWS – **Alt > S > M (> W)**

11.1 Display options (set up screen presentation)

MS PowerPoint offers further settings and options for running the presentation. Go to SLIDE SHOW > SET UP > SET UP SLIDE SHOW – **Alt > S > S1**.

- The following settings are available in the dialogue box:
- SHOW TYPE: by a speaker (full screen size), view by a single person (window), view at a kiosk (full screen size, in an endless loop)
- SHOW OPTIONS: Repeat until **Esc** is pressed | Presentation without commentary | Presentation without animation | Disable hardware graphics acceleration | Pen colour | Laser pointer colour
- SHOW SLIDES: All | From ... To ... | Custom show
- ADVANCE SLIDES: Manually | using timings, if present

- MULTIPLE MONITORS: Slide show monitor, resolution, [checkbox] use presenter view

11.2 Starting the presentation and navigation inside it

Keyboard navigation is essential to give a professional presentation.

If you wish the presentation to start automatically, save it as POWERPOINT SHOW (.PPSX), **not** as PowerPoint Presentation.

Please Note: A POWERPOINT SHOW **cannot be edited afterwards**.

Press **F5** to start the presentation from the beginning, i.e. with the first slide.

Press **Shift + F5** to start the presentation from the selected slide.

Once the presentation has started, it fills the entire screen.

The following table lists the most important keyboard shortcuts for navigating a presentation during a lecture.

- Next slide: **Space, right arrow, down arrow, Enter, N** or **Page Down**
- Previous slide: **Left arrow**, **Up arrow** or **Page Up**
- First slide: **Pos1**
- Last slide: **End**
- Zoom in: **+**
- Zoom out: **-**
- End presentation: **Esc**

11.3 Recording

This section will be brief. Press **Alt > P** to open the RECORD tab. You can record the presentation either from the beginning (**B**) or from the currently selected slide (**C**). During recording, PowerPoint captures your narration using the microphone and, if desired, your on-screen annotations such as the laser pointer. You can also include a webcam recording of yourself. The presentation can then be saved as a Show (**S**) or exported to video (**V**).

To export the presentation in other formats, such as PDF, go via the FILE tab: **Alt > F > Y3**.

11.4 Print options

You can make slide content available in a handout, i.e. print up to nine slides (three times three) per page.

A handout gives sighted people a convenient overview and allows them to take handwritten notes.

Go to FILE > PRINT (**Alt > P**). From the dropdown SLIDES AND HANDOUTS (**H**), choose a suitable handout layout.

- Inside the print view, you will find a couple of print settings, for example:
- Slides: Complete presentation, current slide, custom selection
- Print Layout und Handouts
- Print one sided | Print both sides

- Collated | Uncollated
- No staples | one staple | two staples
- Colour | greyscale | pure black and white
- Edit Header and Footer: Specify date, time, page number or other content for slides and handouts individually

12 Afterword

Now that you have gained an insight into MS PowerPoint, we hope that the guide and the topics covered will provide you with useful support for your presentation.

A ready-made design can be incorporated in no time at all, and animations and transitions can be quickly inserted into the presentation.

The master views allow you to adjust the formatting globally.

Content such as tables and images help to create a clear and appealing visualisation.

Using notes helps you deliver a confident and fluent presentation and knowing the most important keyboard shortcuts during your presentation helps you deliver it successfully.

Visual topics were only briefly covered for obvious reasons.

You may have noticed not all menu items were covered in the guide. We left out the ABOUT, HELP and ACROBAT tabs. These are not specific to MS PowerPoint and you may already be familiar with them from other programmes in the MS Office package.

For example, you can use the ABOUT tab (**Alt > Y3**) to insert comments, set the language and check accessibility – just like in other applications in the MS Office package.

We hope reading the guide has sparked your interest in exploring the programme further on your own.

If you have any suggestions for improvement while preparing your presentation or exploring the programme further, we would be delighted to receive your feedback so we can continue to develop the guide.

We hope you enjoy working with MS PowerPoint and wish you every success.

You may also find the corresponding guides for MS Word and MS Excel helpful.

Michael Engel

Prof. Dr. Monika Maria Möhring Giessen, August 2026